

REQUEST FOR EVENT WORKERS

For security purposes, Washington Place requires the names of *all* individuals working your event. This includes caterers, entertainers, volunteers, etc. Deputy sheriffs at Washington Place will request identification of all individuals. If your event is serving alcohol, we require the ages of any minors under twenty-one (21) years of age. Please complete this form and fax it to our office at (808) 586-0790 no later than four days prior to your event.

Please be advised that walk-ins are not permitted at the back gate entrance. Only event staff traveling in vehicles with on-site parking permits may enter through this gate. All other event workers must walk in through the front gate on Beretania Street. Event organizers are responsible for the check-in of these workers.

Event Name _____

Event Date_____ Event Time_____

[illegible]